

Credit Union Service Providers (CUSP) Participation Overview

Every year, NCUA staff field many requests from credit unions regarding Credit Union Service Providers (CUSPs). To respond to this need, NCUA is instituting a portal for Credit Union Service Providers (CUSP).

Companies (or entities) that want to participate in the CUSP, first need to enroll in the System for Award Management (SAM) database at [SAM.gov](https://sam.gov). SAM is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Once validly enrolled in SAM, company information is automatically available for credit unions via the CUSP.

Credit unions (and others) looking for no-cost leads or to research CUSPs as potential service providers, do not need to enroll with [SAM.gov](https://sam.gov). To search the SAM data for currently enrolled CUSPs, please follow this link: [CUSP](#).

SAM is used by anyone interested in the business of the Federal Government, including:

- Entities (contractors, federal assistance recipients, and other potential award recipients) who need to register to do business with the government, look for opportunities or assistance programs, or report subcontract information;
- Government contracting and grants officials responsible for activities with contracts, grants, past performance reporting and suspension and debarment activities;
- Public users searching for government business information.

The CUSP offers:

- Credit Unions the ability to research CUSPs and generate cost-efficient leads for providing services to their members,
- CUSPs additional opportunities and a venue to potentially acquire contracts and grant awards,
- Information regarding only those CUSPs that have been validly enrolled on the SAM database and externally validated during the SAM database enrollment process.

SAM.gov Entity Registration

To register your entity or manage your SAM registration, start by going to [SAM.gov](https://sam.gov). General SAM registration information is available here: [What is SAM?](#)

On-line help, including frequently asked questions (FAQs), user guides, and demonstration videos, is available at: [SAM User Help](#)

Please follow the entity registration procedures contained in the [SAM User Guide](#). During the registration process, entities are allowed to enter one or more North American Industry Classification System (NAICS) codes and Product & Service Codes (PSCs). To participate in the CUSP, entities need to include NAICS code 522130 (credit union industry) and appropriate Product & Service Code(s) (PSCs) from the following list:

AB91	CDFI CERTIFICATION
AB93	GRANT APPLICATION DEVELOPMENT
AF16	FINANCIAL CAPABILITY LITERACY TRAINING
AK16	HOUSING SECONDARY
AL11	EMPLOYMENT
AZ16	MBL CUSO
D302	INFORMATION SERVICES
R402	REAL ESTATE BROKERAGE
R406	POLICY REVIEW DEVELOPMENT
R418	LEGAL SERVICES
R425	TECHNICAL CONSULTING
R499	OTHER PROFESSIONAL SERVICES
R611	CREDIT REPORTING SERVICES
R701	MARKETING ADVERTISING SERVICES
R703	ACCOUNTING SERVICES
R704	AUDITING SERVICES
R705	DEBT COLLECTION SERVICES
R708	PUBLIC RELATIONS SERVICES
R710	FINANCIAL SERVICES
U004	MANAGEMENT EDUCATION
U099	TRAINING & EDUCATION
V999	RELOCATION
7030	ADP SOFTWARE
B505	COST BENEFIT ANALYSIS
B524	ALM ANALYSIS

If your entity is already registered at [SAM.gov](#) or you prefer to add NAICS code 522130 and PSCs after completing [SAM.gov](#) registration, please follow the below process for updating your entity's NAICS codes and PSCs.

Process for Updating NAICS Codes & PSCs (Product and Service Codes)

To view/update your entity's SAM registration, follow the below steps:

1. Go to the SAM Homepage: <http://www.sam.gov>
2. Enter your username and password in the top right-hand corner and then click the "Log In" button. (Please note that those entities that have opted to have their information hidden cannot participate in the CUSP)
3. SAM Terms and Conditions – Usage Agreement, click on the “accept” button.
4. Select "Register/Update Registration" on the left-side of your screen. Under this heading, select “Complete Registrations” (If your SAM registration is not yet complete, you cannot complete the process for updating NAICS codes and PSCs. Return to SAM and complete the update process after you receive notice that your application has been validated and is complete.)
5. Please select the entity record (click on the name of the entity you want to update) that you want to update and click the "Update Entity" button.
6. Under the “Purpose of Registration” section and the subheading of “Determine Purpose” please check “Yes” to the question: Do you wish to bid on contracts? (If you check “No”, your entity is not eligible for the CUSP).
7. Confirm the purpose of registration, by clicking next to continue completing the remaining sections of the SAM registration/update process.
8. Please verify (and edit if necessary) and then click the “Save and Confirm” button for each page of your core data that your entity is required to complete (not all entities are required to complete all sections). These sections are:
 - DUNS Information
 - Verify DUNS Information
 - Business Information
 - IRS Consent
 - CAGE or NCAGE Code
 - General Information
 - Financial Information
 - Executive Compensation Questions
 - Proceeding Questions
 - Information Opt-Out
 - Review Core Data

9. Please continue with the SAM update/registration process by completing the “Assertions” section.

10. The NAICS Codes are available on the “Goods and Services” subheading/page in the “Assertions” section of the registration. In order to add a NAICS Code, you must first search for the NAICS number or category, and then click the 'Search' button. To participate in the CUSP, please add NAICS Code 522130 to your entity's registration.

11. Once the NAICS search result displays, click the NAICS Code search results so that it is HIGHLIGHTED in blue. Then, click the Add button. The NAICS Code should be added to the right hand panel. Please Note: If you have a list of NAICS codes, the newer NAICS Codes will be added to the bottom of the list. To participate in the CUSP, please add NAICS Code 522130 to your entity's registration.

12. To participate in the CUSP, please add the appropriate Product & Service Code(s) (PSCs) from the following list:

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V999	RELOCATION
7030	ADP SOFTWARE
B505	COST BENEFIT ANALYSIS
B524	ALM ANALYSIS

Help & Tips:

Before contacting the Federal Service Desk (FSD), please refer to SAM's training material located under [SAM User Help](#).

For SAM Customer Service help, contact:

Federal Service Desk

URL: www.fsd.gov

Hours: 8am - 8pm (Eastern Time)

US Calls: 866-606-8220

International Calls: 334-206-7828

DSN: 866-606-8220

DO NOT USE THE BACK BUTTON ON YOUR BROWSER. You should use the buttons found on each page to navigate the site. If you use your browser back button, you may lose data previously entered but not saved.